



ASSAM
down town
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **down town**
Charity Trust

Memo No: AdtU/R/2026-27/Sept/29/002

Date: 29/09/2026

CIRCULAR

Constitution of Committee for Development of an SOP for Document/ File Movement and to ensure authenticity

This is for the information of all concerned that the following Committee is constituted to examine the existing process of handling, movement, submission, and authentication of official documents/files and to develop a suitable Standard Operating Procedure (SOP) to ensure proper documentation, accountability, traceability, and prevention of any manipulation or tampering during the movement of files/documents before the file reaches the Head of the Institution:

Sl. No.	Name and Designation	Role in the Committee
1	Prof. (Dr.) M. K. Modi, Executive Dean	Chairperson
2	Dr. Ashim Barman, Registrar	Member
3	Prof. (Dr.) Joydeep Goswami, COE	Member
4	Prof. (Dr.) Ananta Choudhury, Director, IQAC	Member
5	Prof. (Dr.) Jogen Ch. Kalita, Dean, Faculty of Science	Member Secretary

The Committee shall:

1. Examine the existing system of receipt, processing, movement, submission and custody of official documents/files.
2. Develop an appropriate SOP for document/file movement and authentication, clearly defining responsibility at each stage.
3. Recommend a mechanism for recording the movement and handover of files/documents, including the person responsible for receiving and forwarding them.
4. Suggest suitable safeguards to prevent manipulation, alteration, loss, or unauthorized access to documents during transit.
5. Establish a system for maintaining an appropriate document/file trail and accountability mechanism until the file reaches the concerned Head/Competent Authority.
6. Submit the proposed SOP and recommendations to the Secretariat of the Hon'ble Vice Chancellor for kind perusal and approval latest by **October 6, 2026**.

Issued with due approval of the competent authority.

(Dr. Ruhit Jyoti Konwar)
Additional Registrar
(Academic & Technical Governance),
Assam down town University.



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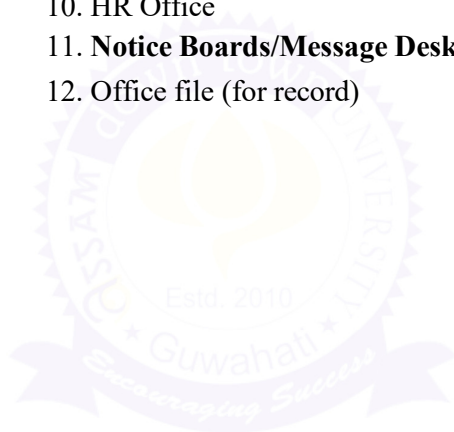
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Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)



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